



INTERNAL DOCUMENT

Holds are a temporary exemption from being transferred out of state. VCI Holds have been authorized by the Commissioner of DOC as a way of adding stability to Vermont Correctional Industries (VCI) through a core group of positions within its operation. These “holds” are intended to support statutory provisions governing inmate work by providing consistency in these key positions.

The DOC encourages inmates to remain active with programming and skill-building jobs in conjunction with an approach to reducing each inmate’s criminogenic needs. Inmates following this model shall be the priority for VCI positions with a hold.

The Program Services Director has approved 27 hold positions identified as critical to the operations of the industry.

VCI Program Coordinators shall complete a request for VCI hold for each inmate. The Program Coordinator needs to have knowledge of the inmate’s skills-set as outlined in the VCI job description.

The inmate needs to:

- Be compliant with his/her Case-plan¹
- Have a current evaluation that rates his/her overall performance as 3 or above
- Remain free of major disciplinary infractions
- Demonstrate an ability to work with all inmates
- Be able to learn quickly and teach others

The Program Coordinator shall provide written justification and explanation as to why each inmate has certain skills for a position beyond the skills of other inmates.

All completed requests for VCI hold forms shall be sent to the Director of VCI/Designee for initial approval. Those initially approved shall be forwarded to the Program Services Director for final approval. All approved holds shall be forwarded to the Supplemental Housing Manager and the originating VCI location. The Supplemental Housing Manager will maintain the current list of holds, enter the hold into the inmate’s Facility Case Plan, and upload the completed VCI Hold Request form into OMS.

All holds shall be reviewed annually by the Program Services Director. The Supplemental Housing Manager shall notify the Director of the need to review the hold 60 days prior to the due date. No inmate may have a hold for more than three years within the same sentence.

If a hold is removed due to an inmate’s behavior, s/he loses the privilege of the hold and is ineligible for another hold under their current sentence. If a hold is removed, the inmate can be sent out of state and

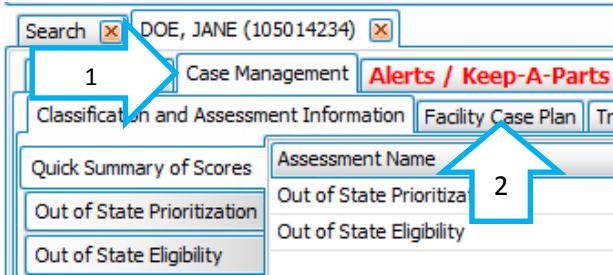
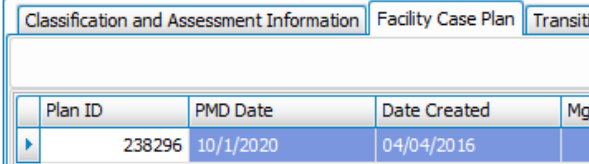
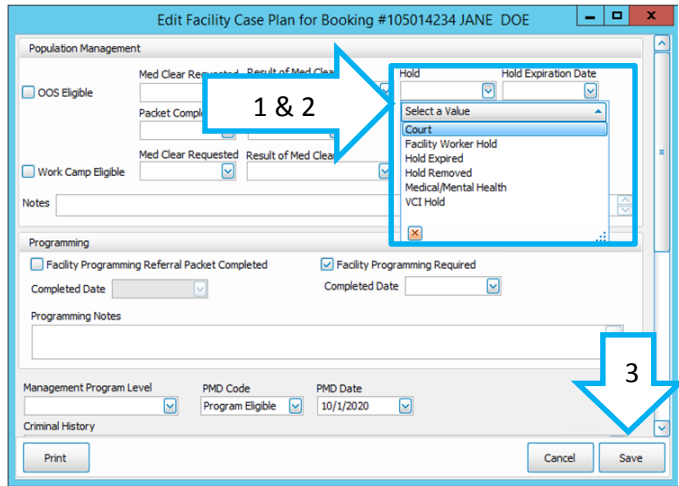
¹ Compliance with case plan means that the inmate is actively participating in and showing progress in addressing stated case plan SMART Goals targeting moderate and high need areas, as well as working on identified stability/responsivity needs outlined in the case plan. To determine compliance, the LUS may consult with the assigned CSS.



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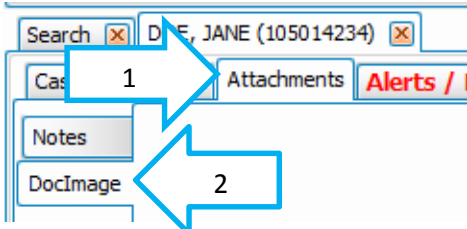

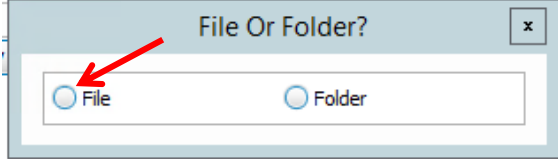
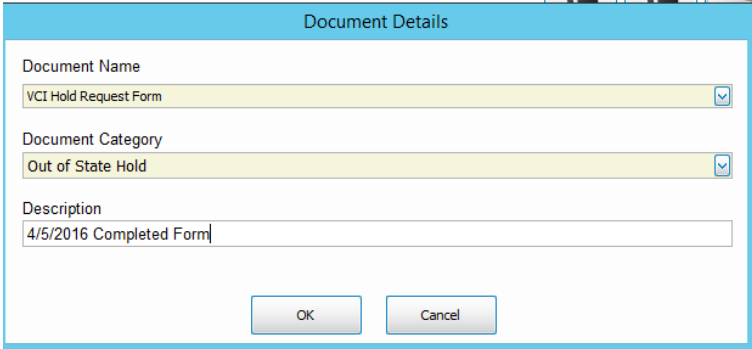
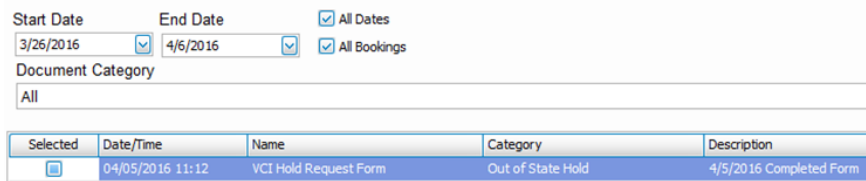
this shall be recorded in contact notes, and the inmate's hold shall be removed from the Facility Case Plan in OMS.

Based on the needs of the department, any hold can be removed at any time in a coordinated effort between the Program Services Director and the Supplemental Housing Manager. Once this occurs, it will be recorded in contact notes and the inmate's hold shall be removed from the Facility Case Plan in OMS. The inmate may be sent out of state.

Technical Guide for OMS Tasks	
Hold Entry & Removal in Facility Case Plan	
With the Offender record open: <ol style="list-style-type: none">Click on the Case Management TabClick on the Facility Case Plan Sub Tab	
Open the most recent Case Plan by double clicking anywhere on the case plan row	
Complete the following steps: <ol style="list-style-type: none">Choose the applicable Hold category from the dropdownEnter in the Expiration date if applicableClick Save	
Uploading VCI Hold Request Form	



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With the Offender record open: 1. Click on the Attachments Tab 2. Click on the DocImage Subtab											
Click the Import Button											
Choose File Option											
Fill in the following information: 1. Document Name = VCI Hold Request Form 2. Document Category = Out of State Hold 3. Description = a Description of the form uploaded											
Follow instructions on screen to choose the file to import. The document will then appear in the history of documents.	 <table><tr><th>Selected</th><th>Date/Time</th><th>Name</th><th>Category</th><th>Description</th></tr><tr><td><input checked="" type="checkbox"/></td><td>04/05/2016 11:12</td><td>VCI Hold Request Form</td><td>Out of State Hold</td><td>4/5/2016 Completed Form</td></tr></table>	Selected	Date/Time	Name	Category	Description	<input checked="" type="checkbox"/>	04/05/2016 11:12	VCI Hold Request Form	Out of State Hold	4/5/2016 Completed Form
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